



The MacKenzie Camp Society

Box 133, Armstrong, BC V0E 1B0 Email maccamp@shaw.ca
 Phone: 250-838-6293 Website: www.mackenziecamp.ca

MACKENZIE CAMP COVID-19 Health & Safety Guidelines for Day Camp

1. Guidance

This document provides specific guidance to our staff in how MacKenzie Camp will implement the COVID-19 guidelines in accordance with [BCCA Covid-19 Health & Safety Guidelines – Day Camps](#) for day camps in the summer of 2022. Staff will be trained and lead camp in accordance with these guidelines to help prevent transmission of COVID-19 and maintain safe and healthy environments for children, staff and volunteers during the pandemic.

2. Moving Target

The recommendations and orders from the BC Provincial Health Officer are continuously changing as the COVID-19 situation is dynamic. The Board will inform parents of any changes made by the BCCDC and PHO. The Director will then inform the staff and volunteers of these updates.

3. Risk Assessment

MacKenzie Camp Society has assessed our workplace to identify places where the risk of transmission is introduced. The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at MacKenzie Camp we considered areas where people congregate; jobs that require workers to come into proximity with one another and equipment that staff come into contact within the course of their work; and surfaces that are touched often.

AREA	Risk Areas
Site	Areas of Congregation: Pontoon boat, Public Dock, Public Beach (neighbours)
	Close Proximity Jobs: boat driver, First Aid Attendant, Director
	High contact tools, equipment, & surfaces: doors, faucets, flushers, lights, chairs, tables,
Kitchen & Dining	Areas of Congregation: Entranceway & Dining Hall (meals)
	Close Proximity Jobs: Servers, Cook, Dishwashers
	High contact tools, equipment, & surfaces: Food/Dish carts, Walk in & Fridge Door handles, Soap Dispenser at handwashing sink, Light switches, dining room door, Dining room sink, Back door handle, Prep sinks, Prep counter surfaces, sanitizer and sanitizer trays
Washrooms	Areas of Congregation: Wash house , Outhouses
	Close Proximity Jobs: cleaning
	High contact tools, equipment, & surfaces: doors, faucets, light switches
Programming	Areas of Congregation: Games on the Main Field, Low Ropes, Archery, Climbing Wall, Waterfront
	Close Proximity Jobs: Program leaders, Kids playing together
	High contact tools, equipment, & surfaces: bows/arrows, latches/handles, climbing wall equipment, low ropes



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Waterfront	Areas of Congregation: Canoe platform, paddle rack, hearing instructions, hang out/swimming
	Close Proximity Jobs: leading paddling activities, if rescues needed
	High contact tools, equipment, & surfaces: paddles, bailers, gunnels, vessels, handles

4. Protocols For Risk Reduction

Measures have been put in place to minimize the risk of transmission considering ways to maintain physical distance; enhanced cleaning and hygiene; and overarching safety considerations given the transmission method of COVID-19 and the nature of this pandemic.

We strongly encourage all campers to be vaccinated two weeks prior to camp.

The following protocols are to ensure our campers and staff can all enjoy MacKenzie Camp in a safe and responsible way.

1. Registration, Welcome & Farewell Procedures (Parking Lots, Field and Public Dock)

- MacKenzie Camp will have their drop off and pick up locations outside in the parking lots of Trinity United, Zion United and St. Andrew’s United Churches.
- Parents and campers are required to wear masks for check in and for the bus and boat rides
- Staff will ask parents/caregivers to confirm that their child does not have cold/flu symptoms or COVID-19 symptoms. (and have completed the health questionnaire 2 days prior)
- Camp staff will verbally sign in/out and receive any necessary information regarding campers
- Upon arrival at the Rivermouth, campers will be assigned a life-jacket for their use all day

2. Kitchen & Dining

- MacKenzie Camp will provide all snacks and lunches to all campers and staff.
- MacKenzie Camp will deliver lunches/snacks family style to household groups.
- Campers will eat in their household groups outdoors (in the dining hall if inclement weather)
- Campers will wash hands before snacks and lunch
- The dining hall has a one-way flow of people. Sanitizing stations upon entering and exiting the dining hall are in place. Door will be propped open during entrance to lunch and windows will remain open during meal time.
- Staff will wear masks during meal service.

3. Washrooms

- Bathrooms/sinks will be assigned to “household” groups of campers
- We have installed hand-washing signage at all sinks to support proper hand washing
- High frequency touch locations are cleaned twice a day



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4. Programming

Archery, Climbing Wall, Crafts, Low Ropes, Field Games, Waterfront

- MacKenzie Camp staff will choose and modify activities that allow for physical distancing.
- Shared equipment will be disinfected before and between groups (e.g. frisbees, helmets, bows, etc)
- For equipment or surfaces that cannot be easily disinfected (e.g. yarn, craft supplies, climbing harness/ropes etc) increased handwashing will be required
- All activities will be outside –children must be dressed for the weather
- Craft supplies will be distributed by their leader to camper groups versus craft stations being set up for the whole camp.
- When Camper groups go to the program stations, staff will take hand sanitizer with them and guide campers to use it before and after their station and after using the bathroom.

5. Waterfront

- Campers should not share towels, goggles, water bottles etc
- adequate time will be provided for use of change rooms to social distancing
- Camp leaders will organize activities to encourage physical distancing
- MacKenzie Camp will follow the recommendations set by the [Guidelines for Reopening BC's Pools and Waterfronts \(May 19, 2020\)](#).

6. Emergency Procedures/Evacuation

Performing First Aid

- If treating a camper both the First Aid Attendant and camper will wear a mask.
- approved procedure mask, gloves and eye protection will be used for all first aid applications
- If CPR is required, use a pocket mask with a viral filter, or a bag-valve-mask with and HME filter to protect the first aider from possible infection
- More information and recommendations are available in the [WorkSafeBC BC OFAA protocols](#).
- Once patient leaves and incident report form has been completed, the First Aid Room will be thoroughly sanitized

Procedure for Camper or Staff Presenting with COVID-19 Symptoms

- There will be a predetermined designated and isolated “sick bay” area for children that become ill at camp.
- If a camper develops cold or flu symptoms such as a new cough, fever, shortness of breath, or other symptoms of COVID-19 during the camp day, isolate them away from others, immediately, call their parents/guardians or emergency contact and send the camper home as soon as possible.
- While the camper is waiting to be picked up, a staff member will stay with the child in the designated isolated area. The staff and camper remain as far away as safely as possible (preferably 6 feet) while still remaining with the camper



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- The camper affected should isolate at home and be tested for COVID-19.
- Staff members who develop cold or flu symptoms during a camp day will also be required to go home; MacKenzie Camp will pay staff for any sick days required so staff are not discouraged to report to work while sick
- If anyone who has entered the camp facility is diagnosed with COVID-19, the Camp Director will [report to and consult with the local public health authority for advice](#).

Emergency Evacuation Procedures (See MacKenzie Camp Policy Manual)

5.1 Public Health Measures

5.1.1 Restricted gathering size

- Although the current recommendations allow for Day Camps to operate fully, MacKenzie Camp has chosen to keep our camps under 45 people. This includes, staff, campers, and volunteers.

5.1.2. Finding, Tracing, and managing outbreaks

- The role of finding, tracing and managing outbreaks are the responsibility of public health staff, not camp staff
- To assist in contact tracing should the need arise, MacKenzie Camp Staff will maintain daily attendance records of all staff, volunteers and campers who participate in each camp and incidents that happen at camp to help aid public health staff accomplish their job.

6.1 Environmental Measures

MacKenzie Camp has made several adaptations and changes to our camp structure and operations to reduce the risk of exposure.

Physical Markers and Barriers

- Staff will use a variety of methods (marker cones, hoola hoops, chalk and/or tape) to give guidance to campers in settings where they must wait their turns and to encourage physical distancing (e.g. climbing wall, archery)
- Signage of COVID-19 guidelines, Distancing and Handwashing posters will be posted prominently throughout the camp property.

7.1 Administrative Measures

7.1.1 Physical Distancing & Minimizing Physical Contact

- all camp activities will be outdoor with access to the dining and craft halls if inclement weather.
- For each MacKenzie Camp Day camp there will be household groups of up to 10 campers
- The number of staff and volunteers interacting with each group of children will be minimized.



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7.1.2 Staff Training

- In addition to our regular staff training, staff will receive training on all COVID-19 related policies and procedures and protocols for cleaning and sanitation.

7.1.3 Campers and Parent or Guardian Education

- Parents will be required to complete the health questionnaire for their campers prior to arrival at check in and verbally asked again before boarding the bus
- MacKenzie Camp will have links for this document on our Website as well as the BCCA Day Camp guidelines.

7.1.4 Transportation

- MacKenzie Camp will contract A1 bus company to transport campers to our site. The MacKenzie Camp Board will ensure the bus company will properly sanitize the bus prior to our use according to COVID-19 guidelines.
- When possible campers will have their own seat and be separated by 2 metres (unless they are from the same household).
- Campers will be required to wear a mask on the bus and during the boat ride across the river both to and from camp

7.1.5 Record Keeping

- Staff will ensure daily records for contact tracing purposes: Child Name, Adult completing both drop off and pick up, and Adult emergency contact information
- All logs must be maintained for a minimum of four weeks
- Staff will keep a record of campers or staff unable to attend due to being symptomatic
- Staff will keep records of any incidents involving campers or staff becoming symptomatic at camp.
- After the last camp, the Camp Director will provide the Board with the records to store for four weeks post camp.

8.1 Personal Measures

Personal Measures can be taken by individuals for their own safety and the safety of those with whom they interact.

8.1.1 Daily Camper and Staff Screening and Staying Home

- Parents/guardians must complete the health questionnaire prior to the camper attending
- Parents/guardians must check their children each day for symptoms. Staff should ask parents/guardians to confirm this at drop off.
- Staff must check themselves each day for symptoms and stay home if they are unwell.



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8.1.2 Hand Hygiene

- Wash hands with soap and water for at a minimum of 20 seconds.
- Alcohol-based hand sanitizer containing at least 60% alcohol may be used if sinks are not available.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Include regular hand washing times in daily schedules.
- Camp will be well-stocked with hand washing supplies at all times
- Staff and campers should practice often and staff should model washing hands properly in a fun and relaxed way.
- Staff should assist young campers with hand hygiene as needed.

8.1.3 Respiratory Etiquette

- Cough and sneeze into your elbow. Camp staff will teach this to campers.
- Remind campers and staff to avoid touching their face.
- It is not recommended that campers wear cloth or homemade masks.

8.1.4 Personal Protective Equipment (PPE)

PPE is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures.

- Personal protective equipment, such as masks and gloves are not required in the child care setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- MacKenzie Camp Staff will have fanny packs with hand sanitizer, masks and gloves to use if needing to administer first aid or if physical distancing is not possible.
- This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed
- Wear chemical resistant disposable gloves when cleaning. Wash your hands before and after using gloves.
- Masks must be worn for transportation purposes, both on the bus and pontoon boat



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APPENDIX A: MacKenzie Camp COVID-19 Supply Check-list

- Print copies of *BCCA Covid-19 Health & Safety Guidelines – Day Camps and MacKenzie Camp COVID- 19 Health & Safety Guidelines* must be on-site

Daily Check lists and record keeping (to be kept in a binder for up to 4 weeks after each camp):

- Attendance sheets of staff and volunteers
- Attendance sheets for campers- must include child's full name
- Attendance sheet for parents/caregivers who pick up and drop off their child
- COVID-19 incident reports (including if staff or Campers become symptomatic at camp)
- Adult emergency contact information on site
- Record of campers and staff who become ill with any cold and Flu or COVID-19 symptoms
- Daily record of schedules for each camper group

Cleaning & Disinfecting supplies:

- COVID-19 approved disinfectant
- Paper towel
- Chemically resistant gloves (for cleaning)
- Disinfectant wipes
- Hand Soap
- Hand sanitizer for parents (for pick up and drop off)
- Hand sanitizer for campers
- Hand sanitizer on the boat
- Extra Masks for the bus
- Garbage bags
- Pens (easy to sanitize)

Physical Distancing tools:

- Masking tape, hoola hoops, cones
- Masks for bus and boat rides

Signage:

- COVID-19 BBDC signage
- Physical distancing signs
- Symptom checker/reminder signs
- Hand washing instructions



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First Aid:

- Eye protection (x1)
- Pocket Masks with viral filter (x2)
- Pocket masks for every staff
- Pocket masks for children (if they need first aid) (x10)
- Hand sanitizer for every staff
- Disposable gloves for every staff
- Designated “Sick Bay” Isolated

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